IN-SERVICE TRAINING PACKET FOR NON-EXEMPT AGENCIES/ORGANIZATIONS/INDIVIDUALS

Training credit for meeting the in-service training requirement must be authorized by the Division of Child Development and Early Education. Authorization is based on the content of the training and the qualifications of the trainer. Contact hours credits (chc's) are awarded in 30 minutes increments, (i.e. 1 clock hour spent in training = 1.0 chc)

An Annual Training Plan may be submitted consisting of <u>In-service Trainer Qualifications Forms</u> and <u>In-service Training Outline Forms</u>. These will be kept on file and <u>will be valid for 1 (one)</u> year from date of submission.

Authorization forms are no longer required to be submitted.

The following forms must be submitted according to the instructions:

→ In-service Trainer Qualifications Form:

 The In-service Trainer Qualifications Form must be completed and submitted for <u>each</u> trainer. Answer <u>all</u> the questions on the form and give complete dates of employment.

♦ In-service Training Outline Form for Non-Exempt Training (revised May 2014):

- This form must be completed and then renewed once per year for <u>each</u> training topic that will be offered. <u>Please send the completed Outline Form(s) with the In-Service Trainer Qualifications form if this is your first submission.</u> New outlines must be approved at least 20 business days in advance of the first session presented.
- The outline, if approved, will be e-mailed to the trainer.
- Must include:
 - ✓ Learning objectives
 - \checkmark Content and instructional plan
 - ✓ References and Resources

♦ In-service Training Roster (revised July 2011):

- Trainers must mail, e-mail or fax the training roster within 15 days after the training to the Workforce Section and keep a copy on file for 3 years.
- The roster will be matched with the trainer's approved and current outline form.

- The training roster <u>must include</u> the participant's name, daytime telephone number and county in which they are employed.
- The roster <u>must also include</u> the sponsor's name, the date/place of the training, the name of the presentation, the trainer's name, contact hour credits awarded, and the topic outline expiration date.

♦ Evaluation of Authorized In-service Training:

- Training sponsors must have participants evaluate all presentations.
- The evaluation forms are no longer required to be mailed to DCD; the forms or a summary report must remain on file with the sponsor for 3 years following the training date.
- A one page summary of the evaluations may be submitted for review especially if participants have indicated specific training needs.
- DCDEE may perform random interviews of participants to assure all standards were met.

♦ Certificate of Completion:

- Training sponsors are responsible for issuing certificates to individual participants.
- Certificates should be signed or stamped in colored ink by the trainer.
- Participants should be strongly encouraged to maintain their <u>own set</u> of training certificates as part of their professional development file.

♦ In-service Training Requirements

 Trainers who do not follow the in-service training rules in 10A NCAC 09 .0708 may be denied training privileges. Review the complete text of the rule on pages 4 and 5 below.

Forms should be submitted and all correspondence directed to:

Division of Child Development & Early Education
Attention: In-service Training Consultant
2201 Mail Service Center
Raleigh, North Carolina 27699-2201
919/527/6608

Email - <u>Sarah.lewis@dhhs.nc.gov</u> Fax - <u>919/715/1339</u> (no more than 10 pages)

Choose one route to submit forms.

In-service Training Topic Areas

G.S. 110-91(11) Staff Development

The Commission shall adopt minimum standards for ongoing staff development for facilities but limited to the following topic areas:

- 1. Planning a safe, healthy learning environment
- 2. Children's physical & intellectual development
- 3. Children's social & emotional development
- 4. Productive relationships with families
- 5. Program management
- 6. Professionalism
- 7. Observing & recording children's behavior
- 8. Child growth and development
- 9. Inclusion of children with special needs

In-Service Training Requirements

.0708 IN-SERVICE TRAINING APPROVAL

Staff may meet the in-service training requirements by attending child-care workshops, conferences, seminars, or courses, provided each training activity satisfies the following criteria:

- (1) Prior approval from the Division is not required for training offered by a college or university with nationally recognized regional accreditation, a government agency, or a state or national professional organization or its affiliates, provided the content complies with G.S. 110-91(11). Government agencies or state or national professional organizations who provide training shall submit an annual training plan on a form provided by the Division for review by the Division. The plan is not required for any state, national, or international conferences sponsored by a professional child care organization.
- (2) Prior approval from the Division is required for any agencies, organizations, or individuals not specified in Item (1) of this Rule who wish to provide training for child care operators and staff. To obtain such approval, the agency, organization, or individual shall complete and submit the in-service training approval forms provided by the Division at least 20 business days prior to the training event. A training roster listing the attendees' name, the county of employment and day time phone number shall be submitted to the Division no later than 15 days after the training event. The event sponsor shall provide training evaluations to be completed by attendees and shall keep the evaluations on file for three years.

- (3) Prior approval shall be determined based upon:
 - (a) The trainer's education, training, and experience relevant to the training topic;
 - (b) Best practice in adult learning principles;
 - (c) Content that is in compliance with G.S. 110-91(11); and
 - (d) Contact hours reasonable for the proposed content and scope of the training session.
- (4) The Division shall not approve:
 - (a) Agencies, organizations, or individuals not meeting the standards listed in this Rule and in G.S. 110-91(11); and
 - (b) Agencies, organizations, or individuals who intentionally falsify any information submitted to the Division.

History Note: Authority G.S. 110-85; 110-91(11); 143B-168.3; Eff. January 1, 1986; Amended Eff. November 1, 2007; October 29, 1998; November 1, 1989; July 1, 1988; January 1, 1987. DCD-0438 Rev. Nov. 2014 G.S. 110-91(11) 10 A NCAC 09 .0708

North Carolina Department of Health and Human Services Division of Child Development & Early Education 2201 Mail Service Center, Raleigh, NC 27699-2201 Phone (919)527-6608 Fax (919)715-1339

DCD Use Only Reviewed by:	
Date Submitted:	

Last Name		First Name)		Middle Initia	al		
Mailing Address				City		State	Zip Code	
Phone (where you o	can be reached	during the day)	E-m	ail Address				
Section II: Education		Circle	highest	grade comp	leted: 12 13	14 15 16 1	7>17	
Section 11: Education			Att	ended				
School	Name and	Name and Location F				se of Study		Degree/Diplom Earned
High School								
College or University								
Graduate or Professional Other Educ.								
Vocational schools, Internships, etc.								
Section III: Relevant	Work Experie	nce					<u> </u>	
Job Title		Employer		Emplo	oyer's Address	3	Dates of Employme	ent
Castion IV. Od	Information	m/Dlagge Day 1	Cove	_11•				
Section IV: Other Have you completed cour					lts learn and nr	ocess informs	ation)	
If yes, please list the cour				. (220 // MAGE	una pi	- Jess morin		
** Please attach a statem	ent regarding yo	our understanding o	of The Pr	rinciples of A	dult Learning.			
Do you have experienc	e teaching or t	raining adults?		_	If y	es, for how i	nany years?	
Have you ever been disqu								

DCD-0439 10A NCAC 09 .0708 G.S. 110-91(11) Rev. May 2014

North Carolina Department of Health & Human Services Division of Child Development and Early Education 2201 Mail Service Center Raleigh, NC 27699-2201 1-800-859-0829 (in state calls only) Phone (919)527-6608 Fax (919)715-1339

In-Service Training Outline Form for Non-Exempt Training

Renew yearly or submit 20 business days prior to the 1st (new) session

Section I: Training Event /In-Person Delivery

Presentation Title Age Group Targeted ☐ Infant/Toddler ☐ Preschool ☐ School-Age List the Presentation Topic Number(s) From the 9 topic areas in GS 110-91(11)	Target Audience- Caregivers Owners/Administration Food Service or Support Staff Others: Specify:	Contact Hours Requested- (excluding meal times) New Outline Renewal
Each non-exempt trainer must submit an outline listing them as to Name of Trainer — E-mail- Section II: Outline (you may attach additional pages in the section II).	<u>Daytime Phone N</u>	umber-
Include the following: Learning Objectives, Content & Instructional Plan, Mat	terials Needed, Resources & Reference	es a III: <u>Methodology</u> (check all that ap
	☐ H sampl ☐ D ☐ A p S ☐ A ☐ O	and outs- Please submit a limited e of the types that will be used emonstration ctivities- role playing, roblem solving, etc. ubmit an example udio-visuals- Specify titles/times ther- Describe IN: To be completed by DCDEE rized? Yes No

In-service Training Roster NC Division of Child Development & Early Education

Complete Each Section

Name and Address of Sponsoring Organization (Street, City, State and Zip Code)	Date of Training Event
Title of Presentation	Contact Hour Credits Awarded
Name of Trainer	Training Site Name & Address
Attendance Total	
***Presentation Outline Expires/ (from approved outline form)	

TRAINING PARTICIPANTS					
First Name	MI	Daytime Telephone Number (include area code)	County in which you are employed		
		+			
			Daytime Telephone Number		

This form shall be submitted to the Division within 15 days after the training event, and kept on file for 3 years (non-exempt trainers). All training agencies are to keep this form on file for 3 years.

This form is to be used for training sessions that have been approved by DCDEE and meet the standards in 10A NCAC 09 .0708.

DCD-0441 10 A NCAC 09 .0708 Rev. May 2014

North Carolina Department of Health and Human Services Division of Child Development & Early Education 2201 Mail Service Center Raleigh, NC 27699-2201 (919)527-6500

Evaluation of Authorized In-service Training

Training Session Title					
Trainer(s)					
Date					
Thank you for taking time to complete this evaluation	on. Your	response	es help us	to evaluat	te professional
development and training activities. Your suggestion	ons help u	is to bett	ter meet y	our needs.	
	Strongly Agree Agree		<u>,</u>	Strongly Disagree	
Rate the training session as follows:	5	4	3	2	1
The learning objectives of this					
session were made clear to me.	5	4	3	2	1
The trainer made the topic interesting.	5	4	3	2	1
The information was presented clearly and in an organized way.	5	4	3	2	1
I gained skills I can use immediately in my job.	5	4	3	2	1
There was enough opportunity for interaction and participation.	5	4	3	2	1
The trainer was polite and professional.	5	4	3	2	1
Respond to these statements:					
I would recommend this training to others.	Ye	es 🗌	No []	
I am interested in future training on these topics:	С	Comment	ts/Suggest	ions:	

Note to trainer: Retain for 3 years after training date